



United States Fish & Wildlife Service

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11/12/2002

Memorandum

From AD-Budg, Planning & Hum Res
Subject Transportation Subsidy Program-Transit Media Distribution Schedule

The distribution date for the next quarterly distribution of transit media for the 2nd quarter (January, February, and March) is **Wednesday, November 20, 2002**.

Locations having more than 30 employees enrolled will have onsite distribution of transit media. Employees working in locations that have less than 30 enrollees will need to go to one of the DOI sites or the Department of Transportation (DOT) building (see below) to pick up their media or establish a distribution contact through their bureau or office coordinator to have the DOT deliver the media via express mail.

When retrieving your transit media, you **must** present your Departmental Identification Card to the DOT agent and sign a Transit Benefit Certification Form.

Distribution of transit media to the employees who have already submitted their applications will be on **Wednesday, November 20, 2002**, at the following locations and times:

Building Name	Address	Distribution Location	Time(s)
Main Interior Building	1849 C Street, NW Washington, DC	Cafeteria - North Side	First Letter of Last Name : A-H: 8:30 -11:00 a.m. I-Q: 11:00 a.m. - 1:00 p.m. R-Z: 1:00 - 3:30 p.m.
Arlington Square	4401 N. Fairfax Dr. Arlington, VA	Room 205	9:00 a.m. - Noon

Media may also be picked up at the DOT headquarters building (400 7th Street, S.W., Plaza Level in Room 206) from 8:30 a.m. until 4:00 p.m., Monday through Friday (excluding holidays).

IF YOU MISS THE DISTRIBUTION DATE: You have three options for your convenience:

- (1) You may acquire and complete the "Authorization for Third Party Pick-Up of Transit Subsidy" form located on the web site noted below or in Room 1210-MIB.
- (2) You may come to the one "make-up" day held after each quarterly distribution date at the Main Interior Building.
- (3) You may go directly to DOT at your convenience.

The make-up day is scheduled for Wednesday, December 4, 2002, from 11:00 a.m. to 2:00 p.m. in the MIB cafeteria.

NEW ENROLLEES: You may apply for the Employee Transportation Subsidy Benefit any time during the year. To obtain an enrollment form and/or get additional information about the program, visit the Division of Human Resources website at <http://hr.fws.gov/transportation.htm> or contact your bureau or office coordinator. Enrollment generally takes 5 working days from DOT's receipt of your application. If your enrollment does not coincide with the quarterly distribution, employees will be able to pick-up transit media from DOT.

If you have any questions, please contact Kimm Slayton at (202) 208-5950.

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.